

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

Classification Title: Information Technology Specialist III	Branch/Division/Bureau: Audits Division
Working Title: Research Technologist	Office/Unit/Section/Geographic Location: Sacramento/San Francisco/Los Angeles
Position Number (13 Digit): 411-120-1415-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number: #	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m
Employee Name:	Effective Date:

CORE VALUES/MISSION: The California Privacy Protection Agency (CPPA)'s mission is to protect Californians' consumer privacy. The Agency implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

POSITION CONCEPT: Under administrative direction, the Information Technologist Specialist III (ITS III) will work as a Research Technologist and serve as an expert advisor to support the CPPA's Audits Division and, as needed, the Enforcement Division. The Research Technologist will conduct audits and review compliance pertaining to privacy, cyber security, and automated decision making on both an industry-wide and business-specific basis. Duties include:

Identify compliance gaps in privacy technologies and processes at regulated businesses, including but not limited to, data minimization, data anonymization, differential privacy, and processing of consumer privacy requests. Prepare audit reports. Recommend corrective actions. Plan, develop, and document requirements and methodologies in audits involving emerging technologies and their applications to business processes. Analyze algorithms and protocols related to data protection and privacy, authentication, automated decision-making, or digital advertising. Build and develop tools to research privacy trends online and offline. Explain technical concepts to lay audiences. Assist enforcement staff in investigating potential violations of the California Consumer Privacy Act and prosecuting violations. Provide testimony at hearings to explain audit findings. Work closely with Enforcement Division attorneys on enforcement referrals arising from audits.

SPECIAL REQUIREMENTS

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code

requirements may void the appointment.

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- 30% Identify compliance gaps in privacy technologies and processes at regulated businesses, including but not limited to data minimization, data anonymization, differential privacy, and processing of consumer privacy requests. Conduct audits of regulated businesses. Prepare audit reports. Recommend corrective actions. Plan, develop, and document requirements and methodologies in audits involving emerging technologies and their applications to business processes. Serve as an expert advisor to Audits and Enforcement Division staff regarding technology and privacy.
- 20% Design research methods, validation procedures, and execution plans to evaluate functionality of privacy technologies. Develop policies, procedures, tools, examination techniques, and inquiry methods relating to privacy. Analyze privacy-related business practices and the technologies underlying those practices. Engage with regulated businesses to conduct audits. Apply California's cutting edge privacy law to complex fact patterns. Adhere to legal guidance for conducting audits and gathering information from regulated businesses.
- 20% Analyze algorithms and protocols related to data protection and privacy, authentication, payments, or digital advertising. Develop tools to research privacy trends online and offline. Review web services technologies and their application in relation to browser cookies and mobile device identifiers. Collaborate with enforcement staff in investigating potential violations of the California Consumer Privacy Act and prosecuting violations. Work independently and as a team.
- 20% Develop technical specifications needed for privacy-related audits. Develop and implement standards and controls for privacy-related audits. Coordinate infrastructure system design, modification, upgrade, and implementation for consumer complaints, investigations, and enforcement actions.
- 5% Prepare for and provide testimony at hearings to explain audit findings. Serve as expert witness to support investigative findings and conclusions. Participate in and make presentations in policy, regulatory, and other forums.

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- 5% Participate in the achievement of Agency mission, goals, and objectives related to auditing and enforcement. Ensure the development, ongoing review, and implementation of the Agency's mission, goals, and objectives related to auditing.

MARGINAL FUNCTIONS

- 5% Other duties as assigned.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name